



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 223M-6100

CH 4
DoD 4000.25-2-M

DLMSO

CHANGE NO. 4
DoD 4000.25-2-M

15 APR 1996

MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES

1. This change to DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP), is published by direction of the Deputy Under Secretary of Defense (Logistics) under the authority of DoD Directive 4140.1, Materiel Management Policy. Unless otherwise noted, revised text is identified by *bold italic print*.

II. This change includes revisions:

A. Implemented by DLMSO-MM letter, 24 May 1994, subject MI LSTRAP Interim Change 94-1, New Asset Status/Transaction Reporting Codes N and P.

B. Implementing DLMSO-MM letter, 19 April 1994, subject Removal of Logistics Reassignment Policy Statements from MILSTRAP by removing policy statements from chapter 11, section B.

C. Implementing administrative changes to chapter 1 to acknowledge the Defense Logistics Management System (DLMS), the Supply Process Review Committee, and the moratorium on Defense Logistics Standard System changes. Also updates the section J focal points, provides the new DLMSO address, and updates the DLMSO office symbol.

D. Implementing administrative changes to update the acronyms and abbreviations.

E. Implementing administrative changes to the references to update publication dates and identify cancelled publications.

F. implementing an administrative change to chapter 8, section A, to delete reference to cancelled publications.

G. Implementing an administrative change to chapter 15, section B, to delete reference to cancelled publications and to reflect the superseding publication.

H. Implementing an administrative change to appendix B8 correcting code 4 to reflect the controlled item inventory code in lieu of the physical security/pilferage code.

1. Implementing an administrative change to correct appendix B9, footnote 1, by changing "DI Codes" to "Codes."

J. Implementing a change authorized by DLMSO-MM letter, 8 May 1995, subject Change in Routing of Army Unique Item Tracking (U IT) Transactions, to revise the Army routing identifier code in record positions 4-6 of appendices C27, C28, and C32 from B14 to AGT.

K. Implementing an administrative change to correct appendix C55 by adding record positions 48-56 which were missing from the format.

L. Providing improvements to format and style in the front matter. These changes are not identified by *bold italic print*.

III. In support of the development and implementation of DoD standard systems under the Corporate Information Management initiative, the following approved MILSTRAP change letters (AMCLs) were not implemented in the legacy systems as originally scheduled:

<u>ORIGINAL IMPLEMENTATION DATE</u>	<u>AMCL</u>
1 November 1993	3,5,7
1 November 1994	9, 10, 13
1 November 1995	11, 12

Accordingly, these AMCLs were not included in this change. The Joint Logistics Systems Center, Defense Distribution Systems Center, and DLMSO will jointly determine revised implementation dates for AMCLS 3,5, 7,9, 10, and 13. There is an ongoing effort to implement AMCL 8A, Revised Physical Inventory Procedures, and it will be published in the next MILSTRAP change.

IV. Remove old pages listed below and insert revised pages as follows:

<u>Remove Old</u>	<u>Insert New</u>
iii thru x	iii thru xii
xi	xiii
xiii thru xvi	xv thru xix
xvii thru xxi	xxi thru xxiii
xxiii thru xxxi	xxv thru xxxi
1-1 thru 1-17	1-1 thru 1-14
8-1 thru 8-4	8-1 thru 8-3
11-1 thru 11-12	11-1 thru 11-10
15-1 and 15-2	15-1 and 15-2
B8-1 and B8-2	B8-1 and B8-2
B9-1 and B9-2	B9-1 and B9-2
B10-1 thru B10-3	B10-1 and B10-2
C26-1 and C26-2	C26-1 and C26-2
C27-1 and C27-2	C27-1 and C27-2
C28-1	C28-1
C32-1 and C32-2	C32-1 and C32-2
C55-1 and C55-2	C55-1 and C55-2

V. File this change sheet in front of the publication, after making the changes, for reference purposes.

BY ORDER OF THE DIRECTOR

F& [Signature]
RAUL A. MARTINEZ
DASC Administrator

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ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
AAC	Acquisition Advice Code
ADP	Automated Data Processing
AMCL	Approved MI LSTRAP Change Letter
APO	Accountable Property Officer
AUTODIN	Automatic Digital Network
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CIC	Content Indicator Code
CLIN	Contract Line Item Number
CLSSA	Cooperative Logistics Supply Support Arrangement
CMD	Cataloging Management Data
COMSEC	Communications Security
CONUS	Continental United States
CPP	Central Processing Points
DAASC	<i>Defense Automatic Addressing System Center</i>
DCMC	<i>Defense Contract Management Command</i>
DCS	Defense Communications System
DA Form 3020R	Magazine Data Card
DD Form 1149	Requisition and Invoice/Shipping Document
DD Form 1348	DoD Single Line Item Requisition System Document (Manual)
DD Form 1348-1	DoD Single Line Item Release/Receipt Document
DD Form 1348-1A	Issue Release/Receipt Document
DD Form 1348m	DoD Single Line Item Requisition System Document (Mechanical)
DD Form 1486	DoD Materiel Receipt Document
DD Form 1487	DoD Materiel Adjustment Document

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DD Form 1574	Serviceable Tag - Materiel
DI	Document Identifier
DIDS	See DLIS
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information System
<i>DLMS</i>	<i>Defense Logistics Management System</i>
<i>DLMSO</i>	<i>Defense Logistics Management Standards Office</i>
DLSC	Defense Logistics Services Center
DLSS	Defense Logistics Standard System(s)
DMIL	Demilitarization
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDSASP	Department of Defense Small Arms Serialization Program
DPDO	Defense Property Disposal Office
DRMO	Defense Reutilization and Marketing Office
DSC	Defense Supply Center
DUNS	Data Universal Numbering System
<i>DUSD(L)</i>	<i>Deputy Under Secretary of Defense (Logistics)</i>
 <i>EDI</i>	 <i>Electronic Data Interchange</i>
ETD	Effective Transfer Date
 FAR	 Federal Acquisition Regulation
FMS	Foreign Military Sales
FSC	Federal Supply Classification

<u>Acronym or Abbreviation</u>	<u>Definition</u>
GFM	Government Furnished Materiel
GIM	Gaining Inventory Manager
GSA	General Services Administration
ICE	Inventory Control Effectiveness
ICP	Inventory Control Point
ILCO	International Logistics Control Office
ILP	International Logistics Program
IM	Inventory Manager
IMM	Integrated Materiel Manager
IPE	Industrial Plant Equipment
JANAP	Joint Army, Navy, and Air Force Procedure
JCS	Joint Chiefs of Staff
JSACG	Joint Small Arms Coordinating Group
LASE	Logistics Asset Support Estimate
LCN	Local Control Number
LIM	Losing Inventory Manager
LR	Logistics Reassignments
M&S	Media and Status
MAP	Military Assistance Program
MCA	Management Control Activity
MCN	Management Control Number
MILSBILLS	Military Standard Billing System
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRAD	Materiel Receipt Acknowledgment Document
MRO	Materiel Release Order

<u>Acronym or Abbreviation</u>	<u>Definition</u>
NO.	Number
NIIN	National Item Identification Number
OEM	Original Equipment Manufacturer ,
OWMR	Other War Materiel Requirement
OWRMR	Other War Reserve Materiel Requirement
OWRMRP	Other War Reserve Materiel Requirement, Protectable
P/N	Part Number
PD	Priority Designator
PICD	Physical Inventory Cutoff Dates
PIICD	Physical Inventory Infloat Control Dates
PIIN	Procurement Instrument Identification Number
PMCL	Proposed MILSTRAP Change Letter
PMR	Pre-positioned Materiel Receipt
Po	Purchasing Office
<i>PRC</i>	<i>Process Review Committee</i>
PWRMR	Pre-positioned War Reserve Materiel Requirement
PWRMRP	Pre-positioned War Reserve Materiel Requirement Protectable
RCS	Report Control Symbol
RDD	Required Delivery Date
RDO	Redistribution Order
RFID	Request for Implementation Date
RI	Routing Identifier
SA	Storage Activity
SCA	Stock Control Activity
SDD	Standard Delivery Date
SF 364	Standard Form, Report of Discrepancy (ROD)
SIGINT	Signal Intelligence
SM	Single Manager

<u>Acronym or Abbreviation</u>	<u>Definition</u>
SMCA	Single Manager for Conventional Ammunition
SMR	Source, Maintenance, and Recoverability
SN	Serial Number
Sos	Source of Supply
SPR	Special Program Requirement
SUPADD	Supplementary Address
UI	Unit of Issue
UIC	Unit Identification Code
<i>UMMIPS</i>	<i>Uniform Materiel Movement and Issue Priority System</i>
Us.	United States
WMR	War Materiel Requirement
WSN	Weapon Serial Number

REFERENCES

- (a) DoD Directive 4140.1, "Materiel Management Policy," January 4, 1993.
- (b) *Joint* Publication 1, "DoD Dictionary of Military and Associated Terms," *June 1, 1987*.
- (c) DoD 4140.27-M, "Shelf-Life Item Management Manual," 'August 24, 1990, authorized by DoD Directive 4140.1.
- (d) DoD Directive 5160.65, "Single Manager for Conventional Ammunition," November 17, 1981.
- (e) DoD 5025. 1-M, "DoD Directives System Procedures," *August 31, 1994*, authorized by DoD Directive 5025.1.
- (g) JANAP 128 (I), "Automatic Digital Network (AUTODIN) Operating Procedures," March 1, 1983.
- (g) DoD 4000.25-1 O-M, "Defense Automatic Addressing System," April 5, 1985, authorized by DoD Directive 4140.1.
- (h) DoD 4000.25-I-M, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," May 1, 1987, authorized by DoD Directive 4140.1.
- (i) "Federal Acquisition Regulation," *1990 Edition*.
- (j) Military Standard 129, "Military Standard Marking for Shipment and Storage," latest revision.
- (k) DLAR 4140.55/AR 735-11 -2/SECNAVINST 4355. 18/AFR 400-54, "Reporting of Item and Packaging Discrepancies," December 6, 1991.
- (l) AR 55-38/NAVSUPINST 461 0.33 C/AFR 75-18/MCO P461 O. 19D/DLAR 4500.15, "Reporting of Transportation Discrepancies in Shipments," *August 31, 1992*, as amended.
- (m) DLAR 41 55.24/AR 702-7/SECNAVINST 4855.5A/AFR 74-6, "Product Quality Deficiency Report Program," July 20, 1993.
- (n) DLAR 4140.60/AR 12-12/SECNAVINST 4355. 17A/AFR 67-7, "Processing Discrepancy Reports Against Foreign Military Sales Shipments," December 17, 1991.
- (o) DLAR 41 55.3/AR 30-12/NAVSUPINST 4355.2 D/AFR 74-5/MCO **101 10.21F**, "Inspection of Subsistence Supplies and Services," *November 3, 1986*.
- (q) DoD 4000.25-3-M, "Military Supply and Transportation Evaluation Procedures (M INSTEP)," September 10, 1987, authorized by DoD Directive 4140.1.
- (r) DoD 4140.25-M, "Management of Bulk Petroleum Products, Storage, and Distribution Facilities," July 8, 1988, volume V - MILSPETS, authorized by DoD Directive 4140.25.
- (s) *Joint Publication 6*, "Joint Reporting Structure," (Volume II Joint Reports, Part 4, Nuclear Weapons Reports, Section 5, Stockpile Inventories and Inventory Reports).

- (t) ~~Cancelled. DoD Instruction 4140.60, "DoD Materiel Management," January 5, 1993.~~
- (u) Military Standard 105, "Sampling Procedures and Tables for Inspection by Attributes," latest revision.
- (v) DoD 4140. 1-R, "DoD Materiel Management Regulation," January 25, 1993.
- (w) DLAM 4140.2/AR 735-1 10/NAVSUPINST 4400.79/MCOP4400.101, "Supply Operations Manual, Distribution System Procedures," Volume 1, April 15, 1965.
- (x) DoD Directive 5010.38, "Internal Management Control Program," April 14, 1987.
- (Y) DoD 7420. 13-R, "Stock Fund Operations," June 1986, authorized by DoD Directive 7420.13.
- (z) DoD 7220.9-M, "Department of Defense Accounting Manual," February 1988, authorized by DoD Instruction 7220.9.
- (aa) *DoD Directive 3110.6, War Reserve Materiel Policy, April 25, 1994.*
- (bb) *DoD 400().25-M, Defense Logistics Management System (DLMS) Standards and Procedures, February 74, 1996.*
- (cc) DoD 7200.1 O-M, "Department of Defense Accounting and Reporting of Government Property Lost, Damaged or Destroyed," March 23, 1991, authorized by DoD Instruction 7200.10.
- (old) DoD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives," September 16, 1992, authorized by DoD Directive 5100.76.
- (ee) *Reserved.*
- (ff) DoD 4160.21 -M, "Defense Reutilization and Marketing Manual," March 23, 1990, authorized by DoD Directive 4140.1.
- (99) DoD 5200.1 -R, "Information Security Program Regulation," June 1986, authorized by DoD Directive 5200.1.
- (hh) ~~Cancelled. DoD Directive 4140.2, "Management of War Reserves," December 4, 1974.~~
- (ii) ~~Cancelled. DoD Instruction 4140.21, "Management of War Reserves for Integrated Items Assigned to the Military Departments, the Defense Supply Agency and the General Services Administration," December 31, 1974.~~
- (jj) ~~Cancelled. DoD Instruction 4140.47, "Secondary Item War Reserve Requirements Development," February 24, 1984.~~
- (kk) "DoD Federal Acquisition Regulation Supplement," *1991 Edition*.
- (ll) DoD 4100.39-M, "*Federal* Logistics Information System (FL/S) Procedures Manual," *October 1, 1994*, as amended, authorized by DoD Directive 4140.1.
- (mm) DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD)," *October 1, 1994*, authorized by DoD Directive 4140.1.

- (nn) DoD 4100.38-M, "Department of Defense Provisioning and Other Preprocurement Screening Manual," November 1, 1983, authorized by DoD Directive 4140.1.
- (00) DoD 4000.25-7-M, "Military Standard Billing System(MILSBILLS)," January 30, 1985, authorized by DoD Directive 4140.1.
- (PP) DoD 4140.26-M, "Defense Integrated Materiel Management Manual for Consumable Items," January 15, 1992, authorized by DoD Directive 4140.1.
- (qq) AMC-R 700-99/NAVSUPINST 4790.7/AFLCR 400-21/MCO P441 0.22C, "Logistics Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items," April 27, 1990.
- (rr) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," volume 1, March 15, 1987, authorized by DoD Directive 4140.1.
- (ss) DoD Federal Acquisition Regulation Supplement, Supplement NO. 6, "DoD Spare Parts Breakout Program," November 25, 1988.
- (tt) *DLAI* 4105.4, "DoD Directory of Contract Administration Services Components," *August 24, 1994.*
- (uu) Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE)."
- (w) DoD 4000.25-5-M, "Military Standard Contract Administration Procedures (MILSCAP)," March 15, 1993, authorized by DoD Directive 4140.1.
- (ww) AR 700-82/OPNAVINST 441 0.2/AFR 66-45/MCO 4400. 120/DSAR 4100.6, "Joint Regulation Governing the Use and Application of Uniform Source Maintenance and Recoverability Codes," June 22, 1971.
- (xx) DLAR 3200.1/AR 715-1 3/NAVSUPINST 4120.30/AFR 400-40/MCO 4000.1 8C, "Engineering Support For Items Supplied by Defense Logistics Agency and General Services Administration," March 13, 1986.
- (yy) MIL-I-45208A, Amendment 1, "Military Specification Inspection System Requirements," July 24, 1981.
- (22) MIL-Q-9858A, Amendment 2, "Military Specification Quality Program Requirements," March 8, 1985.

DEFINITIONS AND TERMS

ACTIVE FILE (Small Arms Registry). A list of weapon serial numbers for which the Component Registry's Military Department or Agency maintains accountability.

ADJUSTMENTS. PHYSICAL INVENTORY. The accounting transaction which corrects a book balance to agree with the quantity of the item in storage. Such adjustments may result from (1) physical inventory, (2) a potential discrepancy revealed by a materiel release denial or location survey/reconciliation, and (3) erroneous capitalization/ decapitalization actions. Excluded are adjustment transactions caused by (1) reidentification of stock, (2) type of pack changes, (3) standard price changes, (4) catalog data changes, (5) supply condition and purpose code changes, and (6) condemnation of materiel resulting from rebuild and surveillance programs. Adjustment transactions directly attributed to computer malfunctions, program errors, and correction of computer system time lags will not be categorized as adjustments due to physical inventory. All such adjustment transactions identified during research will be assigned the appropriate error classification code, and the rate of occurrence will be monitored by supply system managers.

AUTOMATIC DIGITAL NETWORK. AUTODIN will be interpreted to include all electronic transmissions, including teletypewriters, since these circuits are connected to the AUTODIN system.

CLASSIFIED ITEMS. (See Controlled Inventory Items.)

COMPONENT REGISTRY. Military Department or Agency which maintains visibility of all small arms serial numbers within that Component and provides the DoD Registry with small arms status.

CONTRACT ADMINISTRATION OFFICE. The office which performs assigned functions related to the administration of contracts and assigns preaward functions.

CONTROLLED INVENTORY ITEMS. Those items designated as having characteristics which require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Controlled inventory items in descending order of degree of control normally exercised are:

- a. **Classified Items.** Materiel which requires protection in the interest of national security.
- b. **Sensitive Items.** Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of a high value, highly technical, or hazardous nature; and small arms, ammunition, explosives, and demolition materiel (see chapter 7, figure 7-2).
- c. **Pilferable Items.** Materiel having a ready resale value or application to personal possession and which is, therefore, especially subject to theft.

CUSTODIAL ACCOUNTABILITY. The responsibility of the SMCA to maintain data elements in the wholesale inventory record to reflect by ownership code the receipt, issue, balance, and other quantitative and financial data essential for proper control and management of assets which are in the single manager's custody but are owned by another DoD Component. Custodial accountability includes the responsibility to initiate and approve adjustment actions and reports of survey.

CUSTODIAL RECORD. A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or onhand quantity by supply condition code; for controlling assets in storage and aiding in inventory.

CUSTODIAL RESPONSIBILITY. The responsibility of a storage activity, depot, or agent, which is not the designated single manager, to maintain proper custody, care, safekeeping, receipt, issue, and balance data for stored DoD wholesale materiel.

DATA PATTERN MESSAGE. A machine readable document/transaction in a fixed length, 80 character card image/format suitable for mechanical processing upon receipt. Examples (forms) are displayed in the A appendices of this manual.

DISCREPANCY WITH MANDATORY RESEARCH REQUIREMENT. Potential or actual physical inventory adjustment which exceeds established dollar value limits or which is applicable to a controlled inventory item (see chapter 7, figure 7-1).

DISTRIBUTION SYSTEM. That complex of facilities, installations, methods, patterns, and procedures designed to receive, store, maintain, distribute, and control the flow of materiel between the point of receipt into a military supply system and the point of issue to a post, camp, station, base (or equivalent).

DoD REGISTRY. DoD designated activity which serves as repository for small arms serial numbers provided by the Component Registries.

FULL PIPELINE. A sufficient quantity of assets, onhand and/or on order, to meet forecasted demands through a period equal to the procurement lead time plus the safety level and, when applicable, OWRMRP of the LIM.

GAINING INVENTORY MANAGER. The Inventory Manager responsible for assuming wholesale materiel management functions.

HISTORY FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as shipped to another activity, either intra-Service or inter-Service.

INACTIVE FILE (Small Arms Registry). A list of weapon serial numbers which the Component Registry's Military Department or Agency has reported as demilitarized, lost or stolen, or transferred outside the control of DoD.

INITIAL REGISTRATION. The initial loading of a small arm serial number data into the Component Registry.

INTER-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data between a distribution system of one Service or Agency and a distribution system of another.

INTRA-SERVICE SUPPLY. Exchange of materiel, inventory control documentation, and other management data within or between the distribution systems of a single Service or Agency.

INVENTORY CONTROL RECORD. The composite of data entries showing by item the ownership/purpose; condition; location; balances on hand, due-in, or on backorder; and such other management information as may be prescribed by competent authority. It is the primary source of recorded data influencing inventory control, supply distribution, and financial management decisions and actions.

INVENTORY LOT/SEGMENT. A subgrouping of the total items in storage for the purpose of physical inventory counting or location audit. The lot/segment is generally by federal supply class, warehousing, picking station, or some form of commodity grouping.

INVENTORY, SCHEDULED. A physical inventory which is to be conducted on a group of items within a specified period of time according to an established plan. There are two types of scheduled inventories; complete and sample.

a. **Inventory, Complete.** An inventory of all conditions of all stock numbers within specified categories.

b. **Inventory, Sample.** A sample of items selected from an inventory lot in such a manner that each item in the lot has an equal opportunity of being included in the sample.

INVENTORY, UNSCHEDULED. A physical inventory which is to be conducted on a specific item as a result of some unscheduled inventory requirement such as an inventory manager or locally initiated request, material release denial, location survey or location reconciliation request, etc. There are two types of unscheduled inventories; special and spot.

a. **Inventory, Special.** A physical inventory of a specific item(s) as a result of a special requirement generated by the location audit program, preprocurement, or any other reason deemed appropriate by the item manager, APO or the APO designated representative, or the storage activity.

b. **Inventory, Spot.** A physical inventory required to be accomplished as a result of a total or partial materiel denial.

LOCATION AUDIT PROGRAM. The location audit program consists of actions required to assure compatibility between the assets in storage and the locator records and between the locator records and the accountable records. Location audit programs may include quantity. This program is accomplished in two phases:

a. **Location Reconciliation.** A match between valid storage activity records and the accountable records, in order to identify and correct situations where items are in physical storage but not on record, on record but not in storage, or where common elements of data

(may include quantity) do not match. Research of mismatches, including special inventories when required, results in corrective action.

b. Location Survey. A physical verification, other than actual count, between actual assets and recorded location data to ensure that all assets are properly recorded as to location, identity, condition, and unit of issue.

LOGISTICS REASSIGNMENT. The transfer of management responsibilities from one materiel manager to another materiel manager.

LOSING INVENTORY MANAGER. The Inventory Manager responsible for relinquishing wholesale materiel management functions.

MANAGEMENT CONTROL ACTIVITY. DoD Component-designated activities that initially receive and effect control over contractor-initiated requisitions for GFM to support commercially performed maintenance contracts or requirements which would be supplied from the wholesale DoD supply system.

MAJOR INVENTORY VARIANCE. Total dollar value of the item overage or shortage for the stock number exceeds \$800.

MATERIEL DENIAL. A notification from a distribution activity advising the originator of an A5_ MRO, or of an A4_ referral order, of failure to ship all or part of the quantity originally directed for shipment.

NARRATIVE MESSAGE. Any message that is not a machine readable transaction/document, but contains variable length, in-the-clear language not suitable for mechanical processing upon receipt. Narrative message is a generic term to include teletype, dispatch, or TWX.

OTHER WAR RESERVE MATERIEL REQUIREMENT. This level consists of the war reserve materiel requirement less the PWRMR.

OTHER WAR RESERVE MATERIEL REQUIREMENT. PROTECTABLE. The portion of the OWRMR which is protected for purposes of procurement, funding, and inventory management.

PAYBACK. When the SMCA issues materiel from a location where the requesting service owns no materiel, the owning service is compensated for its loss of materiel by a like item and quantity at a location where the requesting service owns some materiel. The payback of the materiel is accomplished by ownership gain/loss transactions.

PHYSICAL INVENTORY CUTOFF DATE. A date established for striking the accountable record balance. This date serves as the reference point for considering the relationship between preinventory/postinventory transactions and the physical count quantity to determine if the count is in agreement with the inventory record balance.

PHYSICAL INVENTORY INFLOAT CONTROL DATE. A date established for initiating controls on all inprocess transactions and materiels which could affect the outcome of the inventory.

PILFERABLE ITEMS. (See Controlled Inventory Items.)

POSTCOUNT VALIDATION. (See Reconciliation, Physical Inventory.)

POST-POST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record balance subsequent to physical issue or storage of a stocked item.

POSTINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to the accountable stock record balance, dated after the established physical inventory cutoff date.

PREINVENTORY TRANSACTION. Any transaction, causing an increase or decrease to accountable stock records, dated prior to the established physical inventory cutoff date.

PREINVENTORY PLANNING. Preinventory planning is conducted prior to the physical inventory cutoff date to reduce the potential for inventory inaccuracies through:

a. Actions to ensure location integrity by resolving such situations as unbinned/loose materiel; questionable identity of materiel in location; and multiple conditions, shelf-life (including date of pack/date of expiration), and/or materiel lots stored in a single location.

b. Document cleanup to ensure to the extent possible that adjustments and transaction reversals are posted to the record, in process receipts are stored in location, and related transactions are transmitted to the ICP prior to the established physical inventory cutoff date.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT. That portion of the war reserve materiel requirement which approved Secretary of Defense guidance dictates be reserved and positioned at or near the point of planned use or issue to the user prior to hostilities, to reduce reaction time and to assure timely support of a specific force/project until replenishment can be effected.

PRE-POSITIONED WAR RESERVE MATERIEL REQUIREMENT, PROTECTABLE. That portion of the PWRMR which is protected for purposes of procurement, funding and inventory management.

PREPOST TRANSACTION. The posting of a transaction to add to or subtract from the accountable stock record prior to physical issue or storage of a stocked item.

PURCHASING OFFICE. The office which awards or executes a contract for supplies or services and performs postaward functions not assigned to a contract administration office.

RECONCILIATION. PHYSICAL INVENTORY. To obtain agreement between the physical count and record balance by attempting to account for all transactions representing in float documents.

RESEARCH. PHYSICAL INVENTORY. An investigation of potential or actual discrepancies between physical count and recorded balances. The purpose of research is to determine the correct balance and determine the cause of discrepancies. There are three types of research:

a. **Postcount Validation.** A comparison of physical count with potential recorded balances or another count, with consideration of transactions that have occurred recently. The purpose of postcount validation is to determine the validity of the count. Postcount validation research ends when the accuracy of the count has been verified or when any necessary recounts have been taken or the discrepancy is \$800 or less.

b. **Preadjustment Research.** An investigation of potential discrepancies which involves the consideration of recent transaction areas, and verification of catalog data. The purpose of preadjustment research is to determine the correct balance. Preadjustment research ends when the balance has been verified or the adjustment quantity determined.

c. **Causative Research.** An investigation of discrepancies (i.e., gains and losses) consisting of (as a minimum) a complete review of all transactions to include supporting documentation, catalog change actions, shipment discrepancies, and unposted or rejected documentation occurring since the last completed inventory, the last location reconciliation which included quantity, or back 1 year, whichever is sooner. The purpose of causative research is to identify, analyze, and evaluate the cause of inventory discrepancies with the aim of eliminating repetitive errors. Causative research ends when the cause of the discrepancy has been discovered or when, after review of the transactions, no conclusive findings are possible.

SENSITIVE ITEMS. (See Controlled Inventory Items.)

SHELF-LIFE. The total period of time beginning with the date of manufacture/cure/assembly [or inspection/test/restorative action] that an item may remain in the combined wholesale (including manufacturer) and retail storage system and still remain suitable for issue/use by the end user. Shelf-life is not to be confused with service life, which is a measurement of anticipated average or mean life of an item. (DoD 4140.27-M (reference (c)).) Supply condition codes applicable to shelf-life items are described in appendix B6.

SHELF-LIFE ITEM. An item of supply possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service. (DoD 4140.27-M (reference (c)).) (See Type 1 Shelf-Life Item and Type II Shelf-Life item.)

SHELF-LIFE EXPIRATION DATE. The date beyond which nonexpendable shelf-life items (Type 1) should be discarded as no longer suitable for issue or use. (DoD 41 40.27-M (reference (c)).)

SHELF-LIFE inspection/TEST DATES. The date by which expendable shelf-life items (Type II) should be subjected to inspection, test, or restoration. (DoD 4140.27-M (reference (c)).)

SINGLE MANAGER FOR CONVENTIONAL AMMUNITION. The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance/renovation of conventional ammunition within the DoD. Specific responsibilities, functions, authority, and relationships are set forth in DoD Directive 5160.65 (reference (d)).

SMALL ARMS. For the purpose of small arms reporting (chapter 12), small arms are defined as handguns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106mm; mortars up to and including 81 mm; rocket launchers, man-portable; grenade launchers, rifle and shoulder fired; and individually operated

weapons which are portable and/or can be fired without special mounts or firing devices and which have potential use in civil disturbances and are vulnerable to theft.

SMALL ARMS REGISTRY FILES. (See Active File, Inactive File, History File.)

SMALL ARM SERIAL NUMBER. The total series of characters appearing on the firing component part of a small arm.

SMALL ARMS TRANSACTION REPORTING. Reporting of individual transactions affecting the small arms serial numbers' status within any Component Registry.

STOCK CONTROL ACTIVITY. The organizational element of a distribution system which is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of materiel which is due-in, onhand, and backordered to determine availability of materiel for issue and to facilitate distribution and management of materiel.

STORAGE ACTIVITY. The organizational element of a distribution system which is assigned responsibility for the physical handling of materiel incident to its check-in and inspection (receipt), its keeping and surveillance in a warehouse, shed, or open area (storage), and its selection and shipment (issue).

TECHNICAL DATA. Recorded information used to define a design and to produce, support, maintain, or operate items of materiel. These data may be recorded as graphic or pictorial delineations in media such as drawings or photographs; specifications or related performance of design type documents; in machine forms such as punched cards, magnetic tape, computer memory printouts; or maybe retained in computer memory. Examples of recorded information include engineering drawings and associated lists specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information.

TYPE I SHELF-LIFE ITEM. An item of supply which is determined through an evaluation of technical test data and/or actual experience to be an item with a definite nonexpendable period of shelf life.

TYPE II SHELF-LIFE ITEM. An item of supply having an assigned shelf- life time period that may be extended after completion of inspection/ test/restorative action.

UNCLASSIFIED PROPERTY RECORD. A stock account belonging to a DoD activity whose mission is not classified, whereas a classified account contains information of a sensitive nature, the disclosure of which maybe detrimental to the U.S. Government's interest (e.g., small arms belonging to intelligence gathering activities).